



# Business Owner Plan

## Do It Yourself

Sign up with Tax Buddy and add your first organisation

If you've never used Tax Buddy before, start by creating your account. You will get 60 days free trial period from the day you have registered.

1. Go to the Tax Buddy page ([www.taxbuddy.nz](http://www.taxbuddy.nz))
2. Enter your details, read and agree to the terms and conditions and then click Register

### Registration

Email address

Confirm email address

Password

Confirm password

☐ I agree with the [Terms and Conditions](#)

Register



## Set up your User details

1. Click on the top left-hand corner to open user details
2. Check your details to ensure it is correct
3. Non-Deductible Expense Items – enter the expenses which are non-deductible for example, Entertainment – Non-Deductible, Taxation, etc.
4. Uploading company logo
  - a. Choose file
  - b. Upload file

### Tips

- Enter the non-deductible expense items exactly how it appears in your chart of accounts. Non- deductible items are expenses such as 50% entertainment non-deductible, income tax, late filing penalties



## Add your first organisation to Xero

Once you've registered your Tax Buddy account, you're ready to set up your first organisation in Tax Buddy.

1. Click on Add Organisation from the left menu
2. You will be taken to the Xero login page, enter your Xero login details and hit Login

A screenshot of the Xero login page. It has a blue background with the text "Welcome to Xero" at the top. Below that, it says "To authorise the application Tax Buddy, simply login to your Xero account...". There are two input fields: "Email address" with an envelope icon and "Password" with a lock icon. A blue "Login" button is below the fields. At the bottom, there is a link that says "Forgot your password?".

3. Once you have logged in, choose the Organisation you want added to Tax Buddy (note: you can add only one organisation at a time)

A screenshot of the Xero authorization page. It has a light gray background with the Xero logo at the top. The main content is a white box with the text "Tax Buddy would like access to your Xero data". Below this is a dropdown menu for "Organisation" with "Demo Company (NZ)" selected. There are two buttons: a blue "Allow access for 30 mins" button and a blue "Cancel and go back" button. At the bottom, there is small text: "By allowing access, you agree to the transfer of your data between Xero and this application in accordance with Xero's terms of use and this application's terms of use and privacy policy. You can disconnect this application at any time by going to Add-ons in your Xero Settings."

4. Once you have selected the organisation, it will redirect you back to Tax Buddy dashboard



## Confirm Organisation data

Before you start any projection work, ensure the organisation data in Tax Buddy is correct.

1. Click on the organisation name to bring up the following information.

(Note: the information on this page is pulled directly from Xero, if the Type or IRD number information is not correct, please check in Xero under Settings/General Settings)

Please check this date

Refresh the data if you haven't logged in for few days

For Shareholder allocations click here

Summary		Full Year 2018	
	YTD Jun 17		
Demo Company (NZ)			
Total Income	\$23,423		\$123,423
Total Cost of Sales	\$2,035		\$12,210
Gross Profit	\$21,388	\$88,825	\$111,213
Total Operating Expenses	\$19,567		\$81,508
Operating Profit	\$1,791	\$27,914	\$29,705
Losses CF	\$0		\$0
Shareholder Salary	\$2,838		\$30,752
Other Adjustments	\$0	\$6,000	\$6,000
Prov Tax Liab	\$0	\$0	\$0
Tax Paid	\$0	\$0	\$0
Terminal Tax Due	\$0	\$0	\$0

If you have added the organisation by mistake or want to delete – click on the trash can button on the 'Organisation Info'



## Calculations

Once you have checked the organisation data, you can now start on the projections.

1. The Actuals default to YTD previous month. For example, if you are running a report on 26/7/2017, the first column will reflect YTD June 17. (Note: make sure Xero is up to date with the coding)
2. Projection Method – currently there are two projection methods – Fixed and Annualised.
  - a. Fixed – you can enter the amount manually
  - b. Annualised – takes average YTD and applies for remaining months

### Summary

Demo Company (NZ)	YTD Jun 17	Projection method	Projected rest of year	Full Year 2018
Total Income	\$ 23,423	Fixed ▼	\$ 100,000	\$ 123,423
Total Cost of Sales	\$ 2,035	Annualised ▼	\$ 10,175	\$ 12,210
Gross Profit	\$ 21,388		\$ 89,825	\$ 111,213
Total Operating Expenses	\$ 19,597	Annualised ▼	\$ 61,911	\$ 81,508
Operating Profit	\$ 1,791		\$ 27,914	\$ 29,705
Losses C/F	\$ 0	Fixed ▼	\$ 0	\$ 0
Shareholder Salary	\$ 1,791	Fixed ▼	\$ 10,000	\$ 11,791
Other Adjustments	\$ 0		\$ 6,000	\$ 6,000
Prov Tax Liab	\$ 0		\$ 3,336	\$ 3,336
Tax Paid	\$ 0		\$ 0	\$ 0
Prov Tax Due	\$ 0		\$ 3,336 Next payment of \$1,112 due 28/8/2017	\$ 3,336


Save


Last Refresh: 26/7/2017 11:46

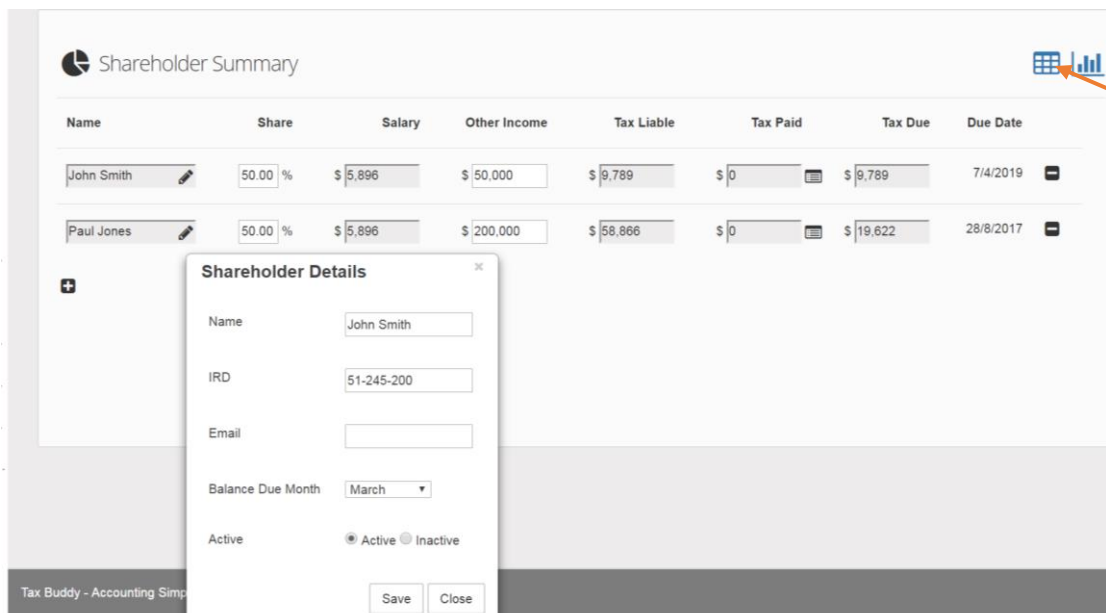
### Tips:

- Cost of Sales – keeps up all account type Direct Costs In chart of accounts.
- Other Adjustments – includes Home Office Expenses, Depreciation and Other
- Tax Paid – Log onto IRD to see what tax have been paid for that financial year
- Shareholder Salary – can be allocated in the YTD column or as a total under Projected Rest of the Year column
- Reconcile Xero first and then refresh Tax Buddy to pick up the correct data







## Shareholder / Beneficiary/Partner Distribution

The distribution made to shareholders/ beneficiaries/partners can be managed by clicking on this button 

1. To add or edit the shareholder details, click on the edit pencil button in the Name box. The details will be saved for next time.
2. Enter the share % - this will split the shareholder salary you entered on the main dashboard page.
3. Other Income – Enter any other income like income received from partnership, trust, PAYE income.
4. Tax Paid – click on the  to enter any tax paid



**Shareholder Summary**

Name	Share	Salary	Other Income	Tax Liabie	Tax Paid	Tax Due	Due Date
John Smith 	50.00 %	\$ 5,896	\$ 50,000	\$ 9,789	\$ 0 	\$ 9,789	7/4/2019 
Paul Jones 	50.00 %	\$ 5,896	\$ 200,000	\$ 58,866	\$ 0 	\$ 19,622	28/8/2017 

**Shareholder Details**

Name: John Smith

IRD: 51-245-200

Email:

Balance Due Month: March

Active: ☒ Active ☐ Inactive

Save Close

Use this button to go back to the summary page

Tips:

- Use inactive button if the shareholder has left the organisation

1. Click on the Share Organisation button on the left menu bar

Step 1: Choose who to share the organisations with

Step 2: Pick the organisations

Step 3: Complete your changes

And click on

**Share Organisations**

Tips:

- Please make sure that you have only selected those organisations which you want to share with the user.